



## [NCDCDEE Stabilization Grants Page](#)

[FAQs-English](#)

[Creating and Linking your NCID](#)

[Setting up your Direct Deposit](#)

[Application Instructions](#)

[Application Questions](#) (reference only)

[Staff and Training Worksheet](#)

[Model Teacher Salary Scale](#)

[Grant Payment Estimator](#)

[Terms & Conditions](#)

Did you miss the first Stabilization Grants training? [Watch now](#) on the NCDHHS YouTube channel.

### **[Need to make a change to your application?](#)**

Email [dcdee\\_support@dhhs.nc.gov](mailto:dcdee_support@dhhs.nc.gov) to request reopening your application and include the following:

- Facility Name
- Facility ID
- Your Name
- The information that you are requesting to change
  - Note: Some information may not impact grant totals and can be corrected during the monthly reporting, in lieu of amending your application

As always, child care providers can receive stabilization grant support via [DCDEE\\_support@dhhs.nc.gov](mailto:DCDEE_support@dhhs.nc.gov) or (919) 814-6300, option 3, Monday-Friday, 8 AM – 5 PM.

### **[Optional Office Hours with Becki: Stabilization Grants](#)**

Looking for more help? DCDEE is offering Office Hours all week with Becki Feinglos Planchard, the Senior Advisor in the DCDEE Director's Office. She's ready to listen, answer your questions, and help you with the application.

**When: Thursday, October 28, 2021 11:00 AM-12:00 PM**

[Click here to join the meeting](#)

**When: Friday, October 29, 2021 4:00 PM-5:00 PM**

[Click here to join the meeting](#)

**When: Thursday, October 28, 2021 5:00 PM-6:00 PM**

[Click here to join the meeting](#)

**When: Saturday, October 30, 2021 10:00 AM-11:00 AM**

[Click here to join the meeting](#)

**When: Friday, October 29, 2021 8:00 AM-9:00 AM**

[Click here to join the meeting](#)

**When: Sunday, October 31, 2021 1:00 PM-3:00 PM**

[Click here to join the meeting](#)

## **[Family Child Care Home Resource Guide 2021](#)**

This guide was designed to provide FCCH providers, throughout the state of NC, with an accessible way to find support that is specific to FCCHs.

## **Common FAQs from FCCHs**

### **Q: Am I eligible to receive a stabilization grant?**

A: Family Child Care Homes are eligible to apply as long as they

- Held a license on or before March 11, 2021, or
- Hold a current license and are eligible to participate in the Subsidized Child Care Assistance Program.

### **Q: How much money will I get?**

A: Use the estimator on our website to get an idea of how your award will be calculated.

### **Q: Can I fill out the application on paper and upload it somewhere?**

A: Unfortunately, no. Application must be completed online.

### **Q: What if we do NOT agree with all of the agree or do not agree questions?**

A: Then you will not receive the grant. The federal government has provided NC with the requirements that must be met for a provider to receive grant funds. Please speak to a Customer Service Representative if you would like more clarity around the attestation statements.

### **Q: Does the certification question 5 require me to provide any of these funds to my families, if I check yes?**

A: No, this statement wants to confirm that the funds will go to assisting your families. You can aid families through discounts or tuition payments, but you are only required to provide assistance to families by continuing to provide care.

### **Q: What if you are already helping families that cannot pay weekly fees such as accepting what they can pay until they can get approved for help?**

A: You can use the fixed costs and families grant amount to help reimburse lost income but again you will want to show invoices of what was paid/unpaid, and of course, seek tax advice to guide you!

### **Q: My Application is in Approved status on the portal and I was able to download a copy of my signed application. However, I have not received a confirmation email. What should I do?**

A: First, check your spam folder on your computer. The system automatically sends an email after the application is submitted. If you would like for us to review your application, email DCDEE and provide your facility number, facility name, your name, and why you are emailing. However, as long as you have a copy of your application you do not need the confirmation email.

### **Q: Will there be other follow up meetings specific to FCCH's once funds are sent out.**

A: There will be follow up meetings once we move past the application status into completing the plan and submitting documentation.

### **Q: Do we have access to one-on-one assistance?**

A: You can attend the office hours and/or contact your local CCR&R for technical assistance.

### **Q: Should I add employees that I am waiting to hire?**

A: Employees that you include in the application, are already hired and working. These employees have a DCDEE employee file and are in compliance with the child care rules and regulations. Any new employees or employees that leave, will be updated in your portal monthly.

**Q: Can I put my family member in as an employee since he/she has their criminal background check? My family member has a file but hasn't completed all of his/her health and safety trainings, or my family member is non-teaching?**

A: Each employee must meet the CCDF and childcare licensing requirements, including health and safety trainings and criminal background checks. If employees do not meet childcare standards, the FCCH would be subject to childcare violations. \*Some trainings must be completed within a shorter time frame, and you should review those rules or contact your licensing consultant.

10A NCAC 09 .1703 ON-GOING REQUIREMENTS FOR FAMILY CHILD CARE HOME OPERATORS (b) *Family child care home operators **and staff members** shall complete health and safety training within one year of employment, unless the operator or staff member has completed the training within the year prior to beginning employment or within the year prior to receiving a license. Health and safety training shall be in addition to the pre-licensing visit and new staff orientation requirements set forth in Rules .1702(d) and .1729(c) of this Section. The following persons shall be exempt from this requirement: (1) service providers such as speech therapists, occupational therapists, and physical therapists; and (2) substitutes who provide services for less than 10 days in a 12-month period.*

**Q: How do you count children when you have multiple shifts?**

A: All FCCH's will be paid on the largest shift's capacity. For example, if your first shift is licensed for 8 and your second shift is licensed for 5, you will receive your Fixed Cost Grant based on 8 children. However, you can count the total number of children you serve, or could serve, within the shifts you are approved for. For instance, a FCCH Preschool Only with 2 shifts would multiply  $5 \times 2 = 10$ . Ten would be the number you use. For a mixed age group including school age children, operating 3 shifts you would multiply  $8 \times 3 = 24$ . Twenty-four would be the number you use. Again, this is for informational/data collection purposes only.

**Q: If I can only count 8 children for my capacity and I have 9 children (over multiple shifts) between 0-36, can I only put 8 or could I put 9?**

A: You would be able to put 9 in the 0-36 section and receive 100% of the infant/toddler adjustment. Likewise, this applies to children on subsidy as well.

**Q: In the calculator for "enter 0-36 month enrollment", is that current enrollment or potential enrollment?**

A: Projected/estimated enrollment if your FCCH was full.

**Q: I had plans to move to a bigger home in the next 6 months how can I do that now since we cannot create a new space?**

A: You can move to your new home, but you cannot use these funds to purchase your new home!

**Q: Can I update the plumbing pipes in my home?**

A: Maybe. It would depend on the extensiveness of the renovation or update.

**Q: Can I use the money to pay cleaner, handyman, lawn maintenance, etc.?**

A: Yes.

**Q: Explain social vulnerability index please.**

A: <https://svi.cdc.gov/Documents/FactSheet/SVIFactSheet.pdf>

**Q: Can I use grant funds to pay for past expenses?**

A: Providers can use the fixed costs and families grants portion of their Stabilization Grants for costs that were incurred

after January 31, 2020, as long as those expenses were made in response to the COVID-19 public health emergency, for an approved use, and those expenses were not previously reimbursed by other funding or programs including CARES Act child care grants.

- This remains the same for FCCH's. If you don't have a receipt, review your accounts for transaction dates and amounts. If you are unable to provide any form of documentation regarding a cost from January 31, 2020, to date that was made in response to COVID-19, please create a statement describing the cost, date, and to whom you previously paid for the services. It is recommended that moving forward you use the funds to purchase or extend your accounting software such as QuickBooks or Wonderschool.

---

**Taxes, salary, benefits, and payroll questions:**

DCDEE and its representatives are not rendering legal, tax, or other professional advice. DCDEE and its representatives are not acting as your financial planner, advisor, or attorney. **Any answers provided below are broad and may not apply to you.** Furthermore, it is ALWAYS advised that you consult a professional to represent you and your individual situation. **YOU CAN USE GRANT FUNDS TO PAY FOR PROFESSIONAL SERVICES.**

**Q: It's just me; I don't have any employees. How do I fill out the section about employees?**

A: Include yourself in this section. There must be at least one person listed here to complete this part of the application.

**Q: What if I have not been able to pay any of my current employees?**

A: Include your staff on the application and use grant funds to compensate your staff.

**Q: I need to go to the dentist, can I pay the dentist with these funds?**

A: If you choose option 2 compensation and benefits, you can use the funds to pay the cost of dental insurance plans. You cannot pay the dentist or other health care professional directly.

**Q: Can you pay your dental plan if you have market place insurance?**

A: You can use the funds to pay your insurance premiums.

**Q: I don't pay myself. What do I put for my "salary"?**

A: Estimate your net income from your tax returns, monthly expenses or budget.

**Q: Can I participate in the Compensation Component?**

A: Yes, absolutely! We want to see better compensation for our wonderful FCCHs!

**Q: Can I use the money to pay substitutes?**

A: Yes, as long as the substitutes have a qualifying letter from their criminal background check and meet all licensing criteria.

**Q: Is there a Pay Scale for FCCHs to use?**

A: FCCHs have the flexibility to create their own pay scale. The Model Salary scale is a resource only.

**Q: Can I use the grant money to put into an IRA for my retirement?**

A: Yes, you can choose option 2 to add or increase benefits such as retirement. However, you must have a plan for payment for retirement benefits. Please seek professional advice from a tax or business consultant.

**Q: How do I determine my income and how do I show that I am using the grant for my wages if it all goes to one place?**

A: The following video provides ideas of how a family child care home provider may establish a pay scale. [How do FCCHs pay themselves.](#) We are not endorsing any vendor. You are encouraged to seek professional advice from a tax or business consultant.

**Q: Will this impact TEACH or WAGE\$?**

A: Not at this time. A waiver has been granted through June 2022.

**Q: I may change my license next year from FCCH to Center Located in a Residence, what should I do?**

A: You would simply update any license changes in your recertification application and/or your monthly reporting.

**Q: I am enrolled through the Marketplace for insurance that is based on my income.**

**If I increase my wages or give myself a bonus, I may lose my health insurance. What suggestions do you have as this may hurt me more than help me.**

A: You can pay your health insurance premiums with this money. So, if you increase your wages, you can also use to pay for other health insurance plans. Therefore, you could increase wages and still pay for health insurance.

**Q: What documentation will they be looking for at the end of the quarter for payroll since we spend our profits on personal bills. We don't write ourselves paychecks.**

A: Providers will need to create a plan of how they are increasing base pay rates. Providers need to create a payroll process. Seek business/fiscal advice and guidance. You will need to submit payroll reports for documentation.

**Q: Do we subtract WAGE\$ money from our salary?**

A: In the section that asks for other incentives, a provider may include WAGE\$. You may include WAGE\$ Salary Supplements in your salary numbers. However, make sure you stay consistent with reporting wages so that you can show an increase in wages with the Compensation Support grants.

**Q: Please elaborate on how the funds can be used for homes vs centers? FCCH QA in Purple.**

A: Funds are eligible to be used in eight categories as defined by the federal Office of Child Care:

1. Personnel costs, including payroll, salaries, similar employee compensation, employee benefits, retirement costs, educational costs, child care costs; and supporting staff expenses in accessing COVID-19 vaccines
  - As the owner, you are an employee and are eligible for any of the before mentioned personnel costs. DCDEE is encouraging FCCH operators to pay themselves as well as their staff, if applicable.
2. Rent (including under a lease agreement) or payment on any business mortgage obligation, utilities, business-related insurance; also, may include late fees or charges related to late payments
  - You may use funds to pay rent, utilities, insurance, etc., for your licensed space within your home.
3. Facility maintenance or improvements, defined as minor renovations, such as renovating bathrooms, accessibility improvements (installing railing ramps, automatic doors) including outdoor learning spaces/playgrounds, and minor improvements to address COVID-19 concerns (such as removing non-load bearing walls to allow space for social distancing).
  - You can use the funds to put in new flooring, a new fence for your backyard “playground”, and general improvements to your home. If you are making

improvements on the home, you may need to cost allocate according to the licensed space amount.

4. Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices
  - You may use the funds to have your carpets professionally cleaned or have a cleaning service come in to clean. (Again, it would be best to cost allocate based on square footage of licensed space. You cannot clean carpet in the entire house with the dollars and count as a business expense.)
5. Purchases of or updates to equipment and supplies to respond to COVID-19
  - You may use this to purchase new cleaning supplies, masks, personal protective equipment, etc.
6. Goods and services necessary to maintain or resume providing child care services
  - You may use this to pay for groceries, art materials, mulch and more.
7. Mental health supports for children and employees
  - You may use this to have someone come in and offer services to children and staff as allowable expenditures (i.e.. Therapist). You can also use this money for a self-care day. Use dollars to hire a substitute or close for a day. Use the money to pay yourself for a vacation/PTO day!
  - Paying for your massage directly.... No, a provider may pay themselves a salary which can be used to pay for massage. A provider cannot directly pay for the massage. Money would need to pass to provider through payroll. FCCH providers can pay for a substitute.
  - A week's vacation for your own self-care.... You can take a week vacation, but you cannot pay for the vacation. You would need to pay yourself a salary which then could be used.
8. Health and safety trainings for staff, including but not limited to CPR, First Aid, and MAT, and trainings related to COVID-19
  - You may use the funds to cover the cost of new employees (such as spouse, son, or daughter) – if they have criminal background checks and meet all licensed child care requirements they need to complete the Health and Safety Trainings. This would include compensating them for the hours they participated in trainings.

---

**The following links to articles, businesses, or other information is only intended to provide a copy of the links that were provided by participants in the chat box. NCDCEE nor SWCDC/CCRI endorses any of these links and adamantly encourages Family Child Care Homes to obtain legal and/or financial advice from professionals.**

- [Self Help Credit Union](#)  
True community-building must extend beyond housing and direct economic development. Quality child care is essential to supporting working parents and giving kids a healthy start in life. More than two decades ago, Self-Help was an early pioneer in providing financing for child care providers, with a focus on female business owners who serve low-income communities.
- [First Children's Finance](#)  
Although they provide loans in other states (not NC), they provide training and resources for FCCH Providers in all 50 states.
- [Tom Copeland](#)

The nation's leading trainer, author, and advocate for the business of family child care since 1981.

- [\*\*NC Family Childcare Providers Alliance Facebook Group\*\*](#)

A place where Licensed Family Childcare Home Provider's in NC get together to chat and ask questions regarding childcare and licensing rules and whatever is on their mind! Must have a Facebook Account

- [\*\*Indeed's Guide to types of Benefit Packages\*\*](#)

In this article, we explain what a benefits package is, describe a comprehensive benefits package, list different types of benefits packages and offer tips related to your benefits package.